

Kermit Gordon, PRESIDENT Robert W. Hartley, VICE PRESIDENT FOR ADMINISTRATION

ADVANCED STUDY PROGRAM: James M. Mitchell, DIRECTOR

SENIOR STAFF: A. Eric Bubeck L. Wendell Hayes Walter G. Held John A. Larson Fordyce W. Luikart Peter Malof John Osman Harry R. Seymour
Richard B. Simons

CONSULTANTS: Fred K. Hoehler, Jr. Harry R. Page

August 3, 1967

STATINTL

████████████████████
Registrar, Office of Training
Central Intelligence Agency
Washington, D. C. 20505

STATINTL

Dear Mr. ██████████

Since May, 1965, Brookings has conducted seven Conferences for Federal Executives on Business Operations. These conferences are designed to give senior Federal career officials a keener insight into the philosophies, operations, and problems of major U. S. corporations. Brookings will conduct five of these conferences during the fiscal year 1968, and the heads of departments and agencies have been invited to submit nominations.

Forms for use by potential candidates are enclosed for your use. Nominations should be made in writing to me at the above address by September 14, 1967. No more than two nominees will be accepted from the same agency or department for a specific conference, and each conference will be limited to a maximum of 25 participants.

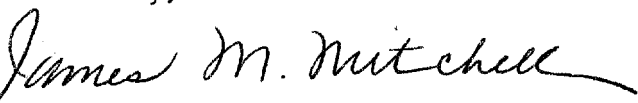
To date, 174 Federal officials from 46 departments and agencies have taken part in these conferences. This fiscal year all Conferences on Business Operations will be one week in length; two cities will be visited in each program. As in prior years, these programs will be held for senior government officials in Grades GS-16 to GS-18 and exempt classifications. The dates and locations for these conferences are:

October 22-27, 1967
December 3-8, 1967
February 4-9, 1968
March 31-April 5, 1968
May 19-24, 1968

St. Louis and Chicago
Boston and New York
Los Angeles and San Francisco
Detroit and Pittsburgh
Minneapolis-St. Paul and Milwaukee

Additional information concerning these programs may be obtained from Mr. John A. Larson, Senior Staff Member in the Advanced Study Program at Brookings. We hope that your representatives will participate in our 1968 Conference on Business Operations and look forward to receiving your nominations.

Sincerely,


Director